

OPEN SESSION

**DUPLIN COUNTY
ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING**

**OPEN SESSION
AGENDA**

Duplin County EDC

**Friday, November 4, 2022
7:00 am**

I. CALL TO ORDER

II. CONSENT AGENDA

- **Approval of past board minutes from October**
- **Review of bank statement**

III. OLD BUSINESS

- **NCFS Region One Property Appraisal and Lease Agreement Terms**
- **NC Southeast – RFQ's received and scored**
 - Parrish & Partner's as first choice
 - Timmons Group as second

IV. NEW BUSINESS

- **Airpark Development Ordinance Update**
- **Introduction of Sheila Knight, Bridge Management Consultant, Sanford Holshouser**
 - Comments and Updates

V. ADJOURN

**DUPLIN COUNTY ECONOMIC DEVELOPMENT COMMISSION
BOARD MEETING
Friday, November 4, 2022
7:00am**

OPEN SESSION MINUTES

Present: Charley Farris, Glenn Cavanaugh, Kevin Smith, Dr. Jay Carraway, Ken Smith, Dean Lee, Al Searles, Teresa Chambers

Absent: Don Tabor & Roger Davis

Guests: Lynn Moore and Phil Prescott, NC Works & Sheila Knight, Sandford Holshouser Economic Development Consulting

I. CALL TO ORDER

- Meeting began at 7:05am and was called into order by Charley Farris

II. CONSENT AGENDA

- **Approval of past board minutes from October**
- **Review of bank statement**
- **The motion to approve the consent agenda was made by Ken Smith, seconded by Dean Lee and passed unanimously.**

III. OLD BUSINESS

- **NCFS Region One Property Appraisal and Lease Agreement Terms**
 - Board requested to approve lease agreement terms with revisions made to include buildings reverting back to the ownership of the county after the 30-year rental. Also requested the contract designate who is responsible for maintenance and general upkeep of buildings.
 - Motion made by Dean Lee to accept terms with revisions and present to the Board of County Commissioners for approval and seconded by Al Searles. The motion passed unanimously.
- **NC Southeast – RFQ's received and scored**
 - Parrish & Partners and Timmons Group submitted RFQ's
 - Parrish & Partners scored higher and was chosen as primary consultant. Concern for hourly rates being Timmons Group was significantly less.
 - The motion was made by Ken Smith to approve Parrish & Partners as primary dependent on fee negotiations. Timmons Group to be chosen as secondary if fee proposal to Parrish and Partners does not meet satisfactory fee negotiations. The motion was seconded by Dean Lee and passed unanimously.

IV. NEW BUSINESS

- **Airpark Development Ordinance Update**

- Board reviewed quote from Parrish & Partners to update the look of the current Airpark Ordinance. Current Ordinance has been scanned and pictures are very dark and script is grainy.
- Board questioned if there is a committee designated to review ordinance every few years to ensure accuracy.
- Recommendation was made to also develop an ordinance for Southpark and Westpark which has not been done in the past.
- Board requested to find out about the status of the review committee and develop a plan before proceeding to approve the update.
- Request was made to send link to current Airpark Ordinance to each board member for their review.
- **Introduction of Sheila Knight, Bridge Management Consultant, Sanford Holshouser**
 - Comments and Updates
 - Currently reviewing and consulting with local industry on the MPILP grant as requested by the board.
 - Assisting Warsaw Cabineting/Design Mode Cabinetry with a utility grant.

V. ADJOURN

- The motion to adjourn the open session was made by Al Searles and seconded by Dean Lee and passed unanimously.